

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery Dist. 1  
William Gouldman Dist. 2  
Toni E. Addonizio Dist. 3  
Ginny Nacerino Dist. 4  
Greg E. Ellner Dist. 5  
Paul E. Jonke Dist. 6  
Joseph Castellano Dist. 7  
Amy E. Sayegh Dist. 8  
Erin L. Crowley Dist. 9

**AGENDA  
PERSONNEL COMMITTEE MEETING  
TO BE HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday 6:00p.m. July 9, 2024**

**(Economic Development will Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes – June 18, 2024**
- 4. Approval/ Budgetary Amendment 24A061/ District Attorney’s Office Request Two Salary Increases / 1. Assistant District Attorney Position 2. Reclassification of Position Resulting in a Salary Increase/ District Attorney Robert Tendy**
- 5. Approval/ Fund Transfer 24T177/ Funds to Purchase Rabies Medical Supplies/ Senior Fiscal Manager William Orr**
- 6. Approval/ Fund Transfer 24T178/ Funds for the Tuberculosis Lab Analysis Line/ Senior Fiscal Manager William Orr**
- 7. Approval/ Fund Transfer 24T179/ Funds to Cover Two (2) Part- Time Temporary Positions/ Senior Fiscal Manager William Orr**
- 8. Approval/ Fund Transfer 24T180/ Funds to Cover Nursing Overtime/ Senior Fiscal Manager William Orr**
- 9. Approval/ Fund Transfer 24T181/ Funds to Cover Full -Time Correction Cooks Overtime/ Sheriff Kevin McConville**

- 10. Approval/ Fund Transfer 24T182/ Funds to Cover Part -Time Correction Cooks Overtime/ Sheriff Kevin McConville**
- 11. Approval/ Fund Transfer 24T183/ Upgrade from Senior Data Entry Operator to Principal Office Assistant/ Commissioner Dept. of Social Services, Mental Health & Youth Bureau Sara Servadio**
- 12. Approval/Standard Work Day and Reporting Resolution**
- 13. FYI/ Accident Report**
- 14. FYI/ Incident Report**
- 15. Other Business**
- 16. Adjournment**

July 7-9-24  
Personnel  
#3

**PERSONNEL COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512  
Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Tuesday**

**June 18, 2024**

**(Immediately Followed 6:00p.m. Protective Mtg.)**

The meeting was called to order at 6:32PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

**Item #3 - Approval/Personnel Committee Meeting Minutes/ May 14, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Appointment of Director of Tourism Tara Keegan/ County Executive Kevin Byrne**

Chairman Jonke welcomed Tara Keegan and Tracey Walsh. He stated he has been fortunate enough to know Tara Keegan for a few years and believes she is a great choice to fill the shoes of outgoing Director of Tourism Tracey Walsh. He invited Tracey Walsh to say a few words.

Tracey Walsh began by thanking the members of the Legislature for their support in her role as the Director of Tourism. She stated she is happy and confident that Tara Keegan is the exactly right person to continue all the great work in tourism. She stated Tara Keegan has a tremendous work ethic, she is energetic and thorough. She stated as a Putnam County resident, she believes Tara Keegan will make the Putnam County Tourism Department even stronger and continue to move it forward.

Tara Keegan expressed her appreciation to the members of the Personnel Committee and the Legislators present for welcoming her to the evening's meeting. She stated she has been a resident of Putnam County for over 30 years. She provided a brief overview of her past schooling and job experience. She spoke of her experience working for the State Assembly for six (6) years. She stated she believes her education and past job experience will serve well to bring economic development and promote small businesses, which is the heart and soul of Putnam County. She stated she looks forward to working with all the Department Heads. She stated and she looks forward to working with the Legislators with whatever tourism endeavors you would like to see in your districts.

Legislator Nacerino stated she has known Tara Keegan for a long time. She stated she is always very steadfast and a hard worker in any and all endeavors that she pursues. She stated she is happy to have her on board.

Legislator Castellano stated he has also known Tara Keegan for approximately 10 years. He stated she does have a great work ethic and is confident she will do a great job for Putnam County. He thanked Tracey Walsh for the work she has done for Putnam County for the past years as the Director of Tourism.

Legislator Crowley expressed her appreciation to Tracey Walsh and recognized her for the great work she has done for Tourism in Putnam County. She stated she sat in on the interview of Tara Keegan for this position, Director of Tourism. She stated she learned some things from her during the interview process that she was not aware of. She stated she is excited about what Tara Keegan will bring to this position and Putnam County. She stated this is a breath of fresh air mixed with a lot of history. She stated she believes Tracey Walsh and Tara Keegan working together for a period will be fantastic.

Legislator Addonizio stated her congratulations and welcomed Tara Keegan.

Legislator Montgomery stated her appreciation to Tracey Walsh for the fine work she has done, and looks forward to working with Tara Keegan. She spoke to the need that the western side of the County is not in need of more advertisement, they are in desperate need of assistance to manage the large numbers of tourist who come to the area. She stated her district is in need of support with tourism in the areas of trash, parking, etc.

Tara Keegan stated she plans to work with all areas of Putnam County. She stated she will be working with the different Chamber of Commerce, and in fact had her first meeting with the Cold Spring Chamber of Commerce. She stated she believes Tourism and the Chambers should work together in the area of Tourism. She stated an initiative she plans to do is a Social Media Campaign promoting the uniqueness that the County has. She briefly spoke to that. She stated she will do all she can to promote and to resolve any issues that exist in the area of Tourism throughout the County.

Legislator Montgomery stated she communicates frequently with the New York State of Tourism office trying to help them understand the crisis they are facing in Philipstown. She stated the I Love New York funding can only be used on promotion. She stated she is trying to get them to understand her district does not need promotion, they need help in the areas of health and safety. She stated Tracey Walsh is well informed on this and she is confident that Tracey will bring Tara Keegan up to date. She stated she is looking forward to working with her.

Legislator Ellner stated most of his sentiments have been stated. He thanked Tracey Walsh and stated he looks forward to working with Tara Keegan and welcomed her. He stated her appointment will be official at the next Full Legislative Meeting.

Legislator Nacerino stated she did not want to take away from this moment, but did want clarify something. She stated there have been a lot of hiccups in terms of procedure. She stated there was an announcement of your appointment in the Newspapers already. She stated, as Legislator Ellner mentioned your appointment will be official when confirmed by the Legislature at the July Full Meeting. She stated she would like the message to go back to the County Executive to

refrain from doing that, because the authority to approve rests with the Legislature. She stated announcements should not be made until such items are official. She repeated that this has nothing to do with Tara Keegan.

Chairman Jonke confirmed with Tracey Walsh that she worked five (5) years as the Director of Tourism and thanked her again for the fine work she did and wished her well moving forward.

Chairman Jonke made a motion to Approve Appointment of Director of Tourism Tara Keegan; Seconded by Legislator Castellano. All in favor.

**Item #5 - Discussion/ Approval/ Part-Time Threat Assessment Analyst Position/ Sheriff Kevin McConville**

Chairman Jonke invited Captain Schepperly to speak to this item.

Captain Schepperly stated this appointment is waiting to finalize the use of the funds from the Threat Assessment Grant. He stated it would be a part-time temporary position. He stated it will be grant funded, when the funds run out from the grant, they will revisit what options may be going forward. He stated they are looking for the individual in the position to determine trends based on the threat assessments they have had in the past two (2) years. He stated the Threat Assessment group meets bi-monthly.

Chairman Jonke stated the qualifications for the individual to fill the position are attached to the backup. He stated it sounds as though this would be experiment..

Captain Schepperly stated they want to see the value this position may bring.

Legislator Nacerino stated the backup speaks to hiring one (1) part-time person at a rate of \$30 per hour, not to exceed 17.5 hours per week, and then in the next paragraph of the same document it states they want to hire two (2) part-time at a rate of \$30 per hour and the combination of two analysts will not exceed \$70,000. She requested Captain Schepperly to speak to that.

Captain Schepperly stated he was only aware of the one (1) Part-Time.

Legislator Castellano questioned if a retired law enforcement person would be a fit for this position.

Chairman Jonke stated he was wondering the same thing, or would it be more of an individual with technical experience.

Captain Schepperly stated it was left open, and he believes during the interview process they will make the determination.

Chairman Jonke questioned Personnel Officer Eldridge as to if he knew if they will be looking for a statistical analysis, or a tech person.

Personnel Officer Paul Eldridge stated it could be either and spoke to the wording in the backup. He stated they will be looking for a candidate with law enforcement knowledge and tech knowledge.

Legislator Crowley stated she would like clarification on whether it is one (1) or two (2) candidates they are looking for. She questioned if this could be tabled to Audit.

Chairman Jonke requested Captain Schepperly have a memo sent to the Legislature providing clarification on the number of candidates the Sheriff's Department is looking for. He questioned what the urgency level of this item is.

Captain Schepperly stated the Sheriff wanted this to be brought to the Legislature's attention. He stated the Sheriff's Department cannot take action until the funding has been moved around.

Chairman Jonke stated it could wait until next month.

Captain Schepperly confirmed that.

Legislator Montgomery stated this sounds as though this is something that would already be being done in the District Attorney Office.

Captain Schepperly stated most of the cases do not involve arrests, they are mostly mental health issues. He stated this is part of a large public safety agenda, trying to avoid future issues with persons who have made threats.

Legislator Montgomery questioned how they can be legally investigated if they are not under arrest.

Captain Schepperly stated this is being done by the Sheriff Department in thier partnership with Mental Health, Social Services, and under the Governor's directive to create a Threat Assessment Team. He stated part of the Governor's directive was that resources be secured and support them. He stated there are reports sent to the State quarterly on the Threat Assessment Program.

Legislator Crowley stated she has interacted with the Threat Assessment Team in her other job. She stated they are very helpful with people in need. She continued to speak to the experience she has had and the great work they have done.

Chairman Jonke facilitated further discussion.

Legislator Nacerino stated she believes this to be a very proactive measure and will support this.

Legislative Clerk Diane Schonfeld stated Undersheriff Lindert met with her and Legislative Auditor Michele Sharkey on Thursday, June 13<sup>th</sup>. He explained that this is a grant amendment. He requested that this item be placed on the agenda as a discussion/approval hoping that he would hear on the next day, Friday, that it was approved by the State. She stated there has been

no update received, and she believes Undersheriff Lindert is at a conference. She stated it is up to this committee if you would like to move this to Audit, in the event they have the approval by then. She stated the Finance Commissioner will not do a budgetary until an approval is received.

Chairman Jonke recommended the Personnel Committee move this matter to Audit for approval. He stated any questions the Legislators may have will be submitted in a memo to the Sheriff's Department and it will include a request that a response be submitted to the Legislature before the Audit Meeting.

Legislative Counsel Robert Firriolo requested a point of clarification, will it be a motion to move it to the Full Meeting or Audit Meeting.

Chairman Jonke stated the motion will be to move it to the Audit Meeting, June 24, 2024.

Chairman Jonke made a motion to move to the Audit & Administration Committee Meeting the Approval for Part-Time Threat Assessment Analyst Position Pending Additional Information; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke stated anyone who has questions, please get them to the Clerk tomorrow and they will be submitted.

**Item #6 – FYI/ Accident Report – Duly Noted**

**Item #7 – FYI/ Incident Report – Duly Noted**

**Item #8 – Other Business**

**a. Approval/ Fund Transfer 24T152/ District Attorney Office/ Funds to Hire Temporary Employee/ District Attorney Robert Tandy**

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke stated a letter of necessity was received from the District Attorney's Office today, June 18th. He requested the members of the District Attorney's Office speak to this request.

District Attorney's Chief of Staff Christina Rizzo and Chief Assistant District Attorney Chana Krauss were present to speak to this request on behalf of District Attorney Tandy.

Chief of Staff Christina Rizzo stated their request is for a fund transfer to utilize unused funds from a Personnel Line of an employee who has been working less hours than scheduled. She stated this request therefore will have zero impact on the District Attorney's budget. She stated they would like to bring in a Temporary Employee. She explained there is a need, because they have an employee out unexpectedly on medical leave. She stated the employee is expected to be out 3 -6 weeks. She stated they need a Temporary Employee to help keep up with the workload

and to assist in coverage with summer vacations that have been scheduled and approved for support staff.

Chairman Jonke questioned how far the \$10,000 go will.

Chief of Staff Christina Rizzo stated she is not sure. She stated she is working with the Personnel Department to find and hire a Temp from their list of candidates. She stated she has an additional \$10,000 that is available if needed.

Chairman Jonke questioned if Personnel Officer Eldridge had anything to add.

Personnel Officer Paul Eldridge stated he did not. He mentioned not knowing when the individual will be returning to work so they will progress as they move forward.

Chairman Jonke questioned how long the employee has been out.

Chief of Staff Christina Rizzo stated she believes May 29<sup>th</sup> was the employee's last day in the office.

Chairman Jonke made a motion to Approve Fund Transfer 24T152/ District Attorney Office/ Funds to Hire Temporary Employee; Seconded by Legislator Nacerino. All in favor.

#### **Item #9 – Adjournment**

There being no further business at 7:58PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.



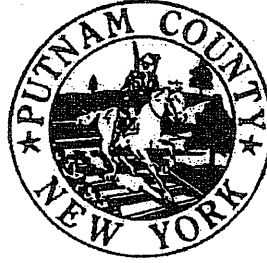
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**AGENDA**

**PERSONNEL COMMITTEE MEETING**

**TO BE HELD IN ROOM 318**

**PUTNAM COUNTY OFFICE BUILDING**

**CARMELO, NEW YORK 10512**

**Members: Chairman Jonke Legislators Castellano & Nacerino**

**Tuesday**

**June 18, 2024**

**(Immediately Following the 6:00p.m. Protective Mtg.)**

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- 8. Other Business**
- 9. Adjournment**

MICHAEL J. LEWIS  
Commissioner of Finance



cc: all  
Peris - 7-9-24  
A+ A  
7-29-24  
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#4

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24A061  
DATE: July 2, 2024

2024 JUL -2 AM 11:56  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the District Attorney's Office, the following budgetary amendment is requested.

General Fund:

Increase Appropriations:

10116500 54936 10171	Partnership Initiative	\$	92,990
32311000 51093 10171	PCSO - Overtime (BCI)		48,437
32311000 58002 10171	PCSO - Social Security (BCI)		3,705
10116500 51000 (105)	Personnel Services (Effective 1/1/2024) ADA Bureau Chief		22,112
10116500 51000 (133)	Personnel Services (Effective 8/1/2024) Appellate Attorney		18,721

Decrease Appropriations:

10116500 51000 (999)	Personnel Services - Reserve for Reclass	\$	19,706
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Increase Estimated Revenues:

10116500 430890 10171	State Aid - Criminal Justice Discovery Reform Grant FY 23-24	\$	145,132
10131000 424011	Interest Earnings		21,127

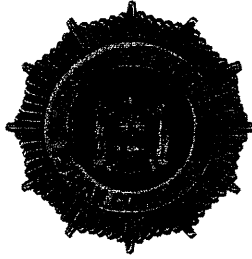
Fiscal Impact - 2024 - \$ 0  
Fiscal Impact - 2025 - \$ 0

The New York State Division of Criminal Justice Services (DCJS) is providing funding to support local law enforcement agencies with expenses related to the discovery and pretrial reforms that took effect January 1, 2020. All funding provided is intended to support estimated costs during the SFY 2023-24.

In addition, please refer to DA Tandy's memorandums referencing the 2023-24 Discovery Reform Funding Plan and proposed personnel reclassifications respectively.

**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



**ASSISTANT DISTRICT ATTORNEYS**  
Nicole Camillone  
Todd Carpenter  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
District Attorney

**MEMORANDUM**

July 1, 2024

**TO:** Diane Schonfeld, Clerk to the Legislature  
**FROM:** Christina Rizzo, Chief of Staff to the District Attorney  
**SUBJECT:** Reclassification

The Putnam County District Attorney's Office is requesting salary increases for two budget lines as follows:

First, salary line 116510115 is currently a part-time Assistant District Attorney position with a salary of \$65,294. In the 2024 budget, \$19,706. was earmarked to be used if and when this position became vacant (see line 116510999) to transition this to a full-time position at an entry level Assistant District Attorney salary of \$85,000. Based upon the needs of the office that have been previously discussed and will further be outlined at the legislative meeting, the District Attorney is requesting an additional \$45,000 for salary line 116510115, bringing the salary to \$130,000, with the intent to hire an experienced full-time Appellate Attorney to fill the vacant position.

Second, the Personnel Department recently conducted a job analysis review of line 116510105 which is currently a full-time Assistant District Attorney position within our department. The review was initiated on May 28, 2024, and after all information was considered, the Personnel Department concluded that the position should be properly titled "Assistant District Attorney – Bureau Chief." This change in classification is accompanied by a request for a salary increase of \$22,112, increasing the current salary of \$107,888 to \$130,000.

The salary increases and the change in classification will be covered by the Discovery Grant funds in 10115400 430890. The District Attorney is requesting that the re-classification for position 116510105 take place immediately and the salary increase be retroactive to January 1, 2024. The salary increase for the newly-created full-time Appellate Attorney position will take effect upon the hiring of a qualified candidate.

Please refer this request to the Personnel committee for their review. A budgetary transfer will be provided by the Finance Department under separate cover.

Thank you for your consideration of this request. The District Attorney intends to address these requests at the personnel committee meeting scheduled for July 9, 2024, and is open to any questions at any time.

cc: Robert V. Tendy, District Attorney  
Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive  
Michael Lewis, Commissioner of Finance  
Paul Eldridge, Personnel Officer  
Patricia Rau, Senior Personnel Specialist

attachments:

Reclassification Letters from the Personnel Department

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

May 30, 2024

Classification/Reclassification Notice

Robert Tendy  
Putnam County District Attorney

Via email

Dear Mr. Tendy

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated 5/28/2024
- New Position Duties Statement (Form 222) Dated \_\_\_\_\_
- Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Assistant District Attorney- Bureau Chief in the Exempt jurisdictional classification. I have attached a draft job specification, which is subject to final approval by the Personnel Officer. Please see requirements below.

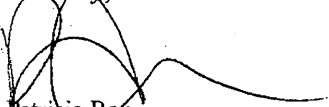
Please Note:

- Competitive Jurisdictional Classification requires:  
Permanent appointment from an appropriate eligible list, now or subsequent to an approved provisional appointment, should this position be adopted as a position in your department or agency.
- Non-Competitive Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Labor Jurisdictional Classification requires:  
Permanent appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.
- Exempt Jurisdictional Classification requires:  
Appointment following a review of a current application of any potential appointee should this position be adopted as a position in your department or agency.

In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

If you have any questions regarding this notice, please contact our office.

Sincerely,

  
Patricia Rau  
Senior Personnel Specialist

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

**Classification/Reclassification Checklist**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Department: \_\_\_\_\_  
Preferred contact information: \_\_\_\_\_

**For employee title re-classification:**

- We plan on requesting and funding approval for this classification
- We have financial approval for this classification, please send the current eligible list/order exam
- We do not plan on moving forward with this classification, please advise as to how/if this will affect the subject employee
- We do not agree with this re-classification decision. Please advise as to next steps

**For new titles:**

- We plan on moving forward with this classification
- We have financial approval for this classification, please send the current eligible list/order exam
- We have a provisional/internal applicant we would like to place in this position.  
The name of the employee is \_\_\_\_\_
- We do not have an internal applicant and/or we would like to hold an Open Competitive Exam if there is no list.

The approved salary for this title is : \_\_\_\_\_

**Important Notes:**

- Position(s) titles listed as PJC (pending jurisdictional classification) will require a request by our office to the New York State Civil Service Commission for approval to add such titles to the Putnam County Civil Service Rules and Appendices. Please contact our office for further guidance.
- Before appointing a provisional- **please be sure that they meet the minimum qualifications.** They will not be allowed to take the test if they do not meet the minimum qualifications.
- Provisional appointments will affect your employee probationary period. As per recent NYS legislation, *all* concurrent time spent as a provisional in the title an employee becomes permanent in, directly before their permanent appointment, must count as part of the probationary period. Therefore, if an employee is provisional longer than the probationary period, once they receive their permanent appointment, they will be permanent and will have completed their probationary period.

**PUTNAM COUNTY PERSONNEL DEPARTMENT**

110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
[www.putnamcountyny.com/personneldept](http://www.putnamcountyny.com/personneldept)

PAUL ELDRIDGE  
Personnel Officer



ADRIENE IASONI  
Deputy Personnel Officer

June 28, 2024

Classification/Reclassification Notice

Robert Tendy  
Putnam County District Attorney

Via email

Dear Mr. Tendy

Our office has completed a review of the below referenced form and documentation that you submitted for a job classification evaluation or re-evaluation:

- Job Classification Questionnaire (Form 220) Dated \_\_\_\_\_  
 New Position Duties Statement (Form 222) Dated 5/29/2024  
 Request for Additional Position(s) in an Already Established Classification (Form 222A)

Please be advised that, pursuant to Civil Service Law, Section 22, we have classified this position as Assistant District Attorney- Appeals in the Exempt jurisdictional classification. I have attached a draft job specification, which is subject to final approval by the Personnel Officer. Please see requirements below.

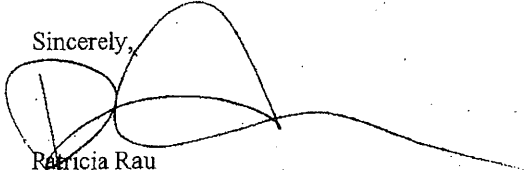
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In order to best assess next steps, we will need some information from your department/agency. Please have a supervisor or department head complete page two (2) and return to me as soon as possible. This will ensure that the process is handled as quickly as possible.

If you have any questions regarding this notice, please contact our office.

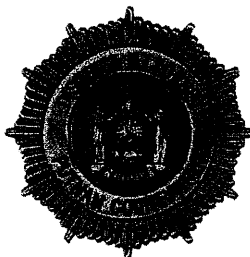
Sincerely,

  
Patricia Rau  
Senior Personnel Specialist



**CHIEF ASSISTANT DISTRICT ATTORNEY**  
Chana Krauss

**FIRST ASSISTANT DISTRICT ATTORNEY**  
Breanne Smith



**ASSISTANT DISTRICT ATTORNEYS**  
Nicole Camillone  
Todd Carpenter  
Joseph Charbonneau  
Mackenzie Ferguson  
Melissa Lynch  
Jason Marquard  
Luciana Savone

**ROBERT V. TENDY**  
District Attorney

**MEMORANDUM**

July 1, 2024

**TO:** Michael Lewis, Commissioner of Finance  
**FROM:** Christina Rizzo, Chief of Staff to the District Attorney  
**SUBJECT:** Criminal Justice Discovery Reform Grant Agency Disbursement  
(April 1, 2023, to March 31, 2024 submission)

Enclosed is the documentation for this year's Discovery Reform Grant. We were awarded \$264,132

This grant is intended to compensate:

- District Attorney's Offices
- Probation Departments
- Sheriff's Offices
- local police departments

for expenses these departments and agencies incurred as a result of the bail and discovery reform laws.

While the grant funds are disbursed to the County, they are required to be shared by and distributed to the agencies and departments named above. Based on requests and documentation received by those agencies, upon receipt of the grant funds, it should be distributed as follows:

To non-county agencies:

Town of Kent Police Department - \$51,912  
Town of Carmel Police Department - \$41,079

To county agencies:

District Attorney's Office - \$119,000  
Sheriff's Department - \$52,141

It is the intent of the grant that the funding be provided to these departments/agencies to compensate and reimburse them for the unforeseen and additional expenses imposed on them by the new laws.

If you have any questions in these regards, please do not hesitate to contact me.

Cc: Robert V. Tendy, District Attorney  
Kevin Byrne, County Executive  
James Burpoe, Deputy County Executive  
Diane Schoenfeld, Clerk to the Legislature



## ASSISTANT DISTRICT ATTORNEY- BUREAU CHIEF

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the District Attorney, the incumbent is responsible for the direction, coordination and administration of a bureau within the District Attorney's Office. This is an internal promotional position in which supervision is exercised over a number of professional, paraprofessional, and clerical personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs, coordinates and administers the processing of cases in area of assignment, the preparing of statistical reports on the status of litigation, and performs record keeping duties in connection with various cases;
- Interviews, trains and supervises personnel in assigned bureau, evaluates performances and monitors the overall progress of subordinates on a frequent basis;
- Supervises and directs the prosecution of criminal cases in Putnam County and various municipalities to ensure the fair and expeditious administration of the law;
- Exercises discretion with regards to the method in which cases are prosecuted and to alternative pre-trial disposition (e.g., plea before trial);
- Authors, reviews, edits or critiques material on complex and sensitive issues and cases (e.g., appellate briefs);
- Evaluates and screens cases (e.g., felony cases) in assigned area to determine appropriate action;
- Coordinates and supervises events of the office, plea negotiation and criminal disposition of criminal cases;
- Represents people of the State of New York as a trial counsel in the prosecution of defendants charged with felony cases, utilizing legal training and courtroom techniques to effectively prosecute and secure convictions;
- Manages the daily operation of assigned bureau including the monitoring of transactions for each case to effectively use the resources of the office;
- Reviews correspondence in the bureau, in addition to all pre-trial motions/violations of sentences, and responds to inquires from general public;
- Directs and coordinates investigations into organized or syndicated crime and cooperates with other law enforcement agencies;
- Provides professional expertise in assisting local police departments and local public officials in a community relations capacity by delivering speeches, facilitating meetings with local interest groups, the academia, and civil or merchant associations;
- Coordinates the steady flow of trial cases or activities on the trial and hearing calendars of County Court, the scheduling of all adversarial proceedings, and the assignment of cases to the appropriate Assistant District Attorney;
- Directs and coordinates all Grand Jury investigations and the presentation of cases to the Grand Jury, the prosecution of all criminal cases in the County and Local Courts, the processing of all appeals in the State and Federal Courts, and investigations into commercial or consumer fraud;
- Assists in the formulation of policy in relation to assigned bureau;

BUREAU CHIEF – ASSISTANT DISTRICT ATTORNEY (CONT'D)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; May perform other incidental tasks, as needed.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

SUGGESTED KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal law and procedure; thorough knowledge of modern investigative techniques and scientific methods of crime detection; thorough knowledge of the methodology used in case preparation and presentation; ability to organize, plan, direct and coordinate the work of others; ability to speak and write effectively and present clear and logical arguments; ability to understand, issue and execute complex written and/or oral instructions; ability to communicate effectively with others even in the face of adversity; ability to work overtime if required to complete a case; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tactfulness; good judgment; personal and professional integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice law in the State of New York and other qualifications as the District Attorney may prescribe.

RESIDENCY NOTE: Pursuant to Public Officers Law §3.55, the Assistant District Attorney may be a resident of Putnam County or an adjoining county within the state of New York. However, pursuant to County Law §702.4 and §702.5, if the holder of the Assistant District Attorney office is designated by the District Attorney to assume the duties of the District Attorney upon the District Attorney's absence from the County, or upon the District Attorney's inability to perform his or her duties, Putnam County residency is required.

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 41**

*cc: all  
Per's 7-9-24  
ATA  
7-29-24*      *RC30*      *# 5*

**TO:** Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DEPT:** Health  
**DATE:** July 2, 2024

2024 JUL - 2 PM 2:50  
 LEGISLATURE  
 PUTNAM COUNTY  
 CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11024000-54330 Rabies-Medical Supplies	\$12,000.00	See verbiage.
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11024000-54488 Rabies-Co-Pay	<u>\$ 5,000.00</u>	See verbiage.

Total: \$17,000.00

**Medical Supplies:** Fund the Rabies Medical Supplies (vaccines purchases). We currently have four people awaiting pre-exposure vaccine. We currently have nine people awaiting post-exposure vaccines (already exposed). June through September is typically "bat" season; bats are more active. It is very difficult to anticipate necessary number of vaccines for any given year. Transfer will cover current and remaining vaccines through end of season.

**Rabies Co-Pay:** Fund the Rabies Co-Pay Line. Currently have \$2,100.00 in patient bills to be paid. Transfer will fund through end of season.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
Department Head Signature/Designee      Date

AUTHORIZATION: (Electronic signatures)

\_\_\_\_\_  
Date      Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date      County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
Date      Chairperson Audit / Designee: \$0 - \$10,000.00

\_\_\_\_\_  
Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

**24T177**

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 42**

*cc: all  
Peris  
A+H  
7-9-24  
7-29-24  
KCOO  
#6*

**TO:** Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DEPT:** Health  
**DATE:** July 2, 2024

2024 JUL -2 PM 2:50  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11018000-54445 Tuberculosis-Lab Analysis	\$ 4,000.00	See verbiage.
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11018000-54488 Tuberculosis-Co-Pay	<u>\$10,000.00</u>	See verbiage.
		<b>Total: <u>\$14,000.00</u></b>	

**Lab Analysis:** Fund the Tuberculosis (TB) Lab Analysis Line. We currently have two patients with active TB – one is being treated through July 2024, and the other will be treated into early 2025. Patients with active TB are required to go for monthly chest x-rays, CAT scans, and bloodwork as part of their treatment, which can last anywhere from six to nine months. One elderly patient has not responded to treatment and needed to restart a nine-month regimen in Spring 2024. We also treat patients with latent TB infection (LTBI, also known as “sleeping TB”, as the germs are present but inactive), they are sent for a chest x-ray and blood work. On average, we treat one to five LTBI patients each month.

**Co-Pay:** Fund the TB Co-Pay Line. We currently have over \$6,500.00 in patient bills to pay and are expecting another hospital bill for a patient who was treated for a TB-related illness earlier this year.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
Department Head Signature/Designee      Date

AUTHORIZATION: (Electronic signatures)

\_\_\_\_\_  
Date      Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date      County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
Date      Chairperson Audit / Designee: \$0 - \$10,000.00

\_\_\_\_\_  
Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

**24T178**

cc: all  
POPS  
PVA  
7-9-24  
7-29-24  
2000  
#7

## COUNTY OF PUTNAM FUND TRANSFER REQUEST # 45

**TO:** Commissioner of Finance

**FROM:** William A. Orr, Jr., Senior Fiscal Manager

**DEPT:** Health

**DATE:** July 2, 2024

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 JUL -2 PM 2:50

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
10401000-51000 Admin-Vacant Office Asst. Position #401011915	10401000-51094 Admin-Temp	\$10,000.00	See verbiage.

**PURPOSE**

To cover part-time Temp person (T. Nemeth) currently training Fiscal Staff person on Nursing and Health Education Time and Effort reporting, for purposes of calculating quarterly State Aid Claim.

To cover part-time Temp person (D. Camarotta), serving as clerical support (floater). Due to vacancies, this person is providing support to all Health Department Programs, including vacant Environmental Office Assistant and vacant Receptionist.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
Department Head Signature/Designee      Date

AUTHORIZATION: (Electronic signatures)

\_\_\_\_\_  
Date      Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date      County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
Date      Chairperson Audit / Designee: \$0 - \$10,000.00

\_\_\_\_\_  
Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

24T179



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST # 50**

*cc all  
2/5  
A+A  
1-29-24  
Rec'd  
#8*

**TO:** Commissioner of Finance  
**FROM:** William A. Orr, Jr., Senior Fiscal Manager  
**DEPT:** Health  
**DATE:** July 2, 2024

2024 JUL - 2 PM 2:50  
LEGISLATURE  
PUTNAM COUNTY  
CARROLL NY

I hereby request approval for the following transfer of funds:

FROM ACCOUNT # / NAME	TO ACCOUNT # / NAME	AMOUNT	PURPOSE
11401000-51000 Nursing-Vacant Public Health Nurse Position #401011120	11401000-51093 Nursing-Overtime	\$10,000.00	See verbiage.

**PURPOSE**

Nursing Overtime is higher than anticipated due to three vacancies (two resignations and one retirement in 2024). Difficulty filling positions due to low starting salary. Nursing Overtime has increased this year to allow Nursing staff to cover mandated services.

2024 Fiscal Impact \$ 0.00

2025 Fiscal Impact \$ 0.00

\_\_\_\_\_  
Department Head Signature/Designee Date

AUTHORIZATION: (Electronic signatures)

\_\_\_\_\_  
Date Commissioner of Finance / Designee: Initiated by: \$0 - \$5,000.00

\_\_\_\_\_  
Date County Executive / Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00

\_\_\_\_\_  
Date Chairperson Audit / Designee: \$0 - \$10,000.00

\_\_\_\_\_  
Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

**24T180**

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: add  
Pers 7-9-24 - Reso  
AAA  
7-29-24 #9*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: July 2, 2024**

I hereby request approval for the following transfer of funds:

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Asst.</i>	10010000.51093 (Jail Food: Overtime)	\$5,911.00	cover projected OT Month of May
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 452.00	cover related FICA Month of May
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office &amp; Asst.</i>	10010000.51093 (Jail Food: Overtime)	\$5,140.00	cover projected OT Month of June
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 395.00	cover related FICA Month of June

**Total \$11,898.00**

2024 Fiscal Impact \$ 0  
 2025 Fiscal Impact \$ 0

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2024 JUL -3 AM 10:26

\_\_\_\_\_  
Department Head Signature/Designee Date

**AUTHORIZATION: (Electronic signatures)**

Date	Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
Date	County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
Date	Chairperson Audit /Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

P-1

**PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM**

July 1, 2024

**TO:** Sheriff Kevin J. McConville

**FROM:** Undersheriff Thomas Lindert 

**SUBJECT:** BUDGET TRANSFERS CORRECTIONS

Fund Transfers to Cover **Full-Time Corrections Cooks** Overtime. These funds would also be from the vacant Sr. Office Assistant Line for the **Month of May**.

- 1) Reduce Open Personnel Line: 10315000.10129 by \$5,911.00 ✓
  - 2) Increase Jail Food Overtime Line: 10010000.51093 by \$5,911.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$452.00
  - 4) Increase FICA Line: 10010000.58002 by \$452.00
- 

Fund Transfers to Cover **Full-Time Corrections Cooks** Overtime. These funds would also be from the vacant Sr. Office Assistant Line for the **Month of June**. This would cover the projected overtime for the remainder of the year.

- 1) Reduce Open Personnel Line: 10315000.10129 by \$5,140.00
  - 2) Increase Jail Food Overtime Line: 10010000.51093 by \$5,140.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$395.00
  - 4) Increase FICA Line: 10010000.58002 by \$395.00
- 

**Each Budget Transfer will have no Fiscal Impact on the County Budget**

24T181

**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Per's 7/9/24  
A+A  
7/29/24  
Rego  
#10*

**TO: Commissioner of Finance**  
**FROM: Sheriff Kevin J. McConville**  
**DEPT: Sheriff/Corrections**  
**DATE: July 2, 2024**

**I hereby request approval for the following transfer of funds:**

FROM ACCOUNT#/NAME	TO ACCOUNT #/NAME	AMOUNT	PURPOSE
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Asst.</i>	10010000.51094 (Jail Food: Temp)	\$3,855.00	cover projected OT Month of March
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 296.00	cover related FICA Month of March
10315000.51000.10129 (Jail General: Personnel) <i>Sr. Office Asst.</i>	10010000.51094 (Jail Food: Temp)	\$5,654.00	cover projected OT Month of April
10315000.58002 (Jail General: FICA)	10010000.58002 (Jail Food: FICA)	\$ 435.00	cover related FICA Month of April

**Total** **\$10,240.00**

2024 Fiscal Impact \$ 0  
2025 Fiscal Impact \$ 0

2024 JUL - 3 AM 10: 26  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Department Head Signature/Designee Date

**AUTHORIZATION: (Electronic signatures)**

Date	Commissioner of Finance Designee Initiated by: \$0 - \$5,000.00
Date	County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
Date	Chairperson Audit /Designee: \$0 - \$10,000.00
Date	Audit & Administration Committee: \$10,000.01 - \$25,000.00

**24T182**

P-1

PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

July 1, 2024

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: BUDGET TRANSFERS CORRECTIONS

The following details the requested BUDGET TRANSFERS for the Corrections Division.

As you know one of our Full-Time Correctional Facility Cooks has been out on extended sick leave since March 4, 2024, and is expected to return on July 12, 2024. This has caused an increase in Corrections Cook Overtime as well as Part-Time Cook Hours. This unforeseen illness will require budget transfers into the Part-Time Cook line. The open line transfers are for the Salary of the Sr. Office Assistant for the month of March.

- 1) Open Personnel Line: (Sr. Office Assistant)  
10315000.10129 to be reduced by \$3,855.00
  - 2) Increase: Part-Time Cook Temporary Line: 10010000.51094 by \$3,855.00
  - 3) Reduce Jail General FICA Line :10315000.58002 by \$296.00
  - 4) Increase Line: 10010000.58002 FICA by \$296.00
- 

Request the following be transferred to cover for the Part-Time Cooks for the month of April. This funding would also come from the vacant Sr. Office Assistant Position for the month of April.

- 1) Open Personnel Line: (Sr. Office Assistant) 10315000.10129 to be reduced by \$5,654.00
  - 2) Increase Temporary Line: 10010000.51094 by \$5,654.00
  - 3) Reduce Jail General FICA Line: 10315000.58002 by \$435.00
  - 4) Increase Line: 10010000.58002 by \$435.00
- 

24T182

MICHAEL J. LEWIS  
Commissioner of Finance



SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

cc: all  
Pers 7-9-24  
A+A  
7-29-24

RESO  
#11

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk  
FROM: Michael J. Lewis, Commissioner of Finance – MJL  
RE: Budgetary Amendment – 24T183  
DATE: July 3, 2024

2024 JUL -3 PM 12:14  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of the Department of Social Services, Mental Health and Youth Bureau, the following budgetary amendment is requested.

<b>General Fund:</b>			
<b>Increase Appropriations:</b>			
10106000 51000 (102)	Personnel Services - Principal Office Assistant (Staff Development)	\$	42,250
<b>Decrease Appropriations:</b>			
10116000 51000 (101)	Personnel Services - Sr Data Entry Operator (WMS)	\$	36,246
10110000 51000 (101)	Personnel Services - Sr Data Entry Operator (Fraud Abuse)		3,390
10116000 51094	Temporary (WMS)		1,307
10110000 51094	Temporary (Fraud Abuse)		1,307
	Fiscal Impact - 2024 - \$ 0		
	Fiscal Impact - 2025 - \$ 0		

Please refer to the attached memorandum from Commissioner Servadio requesting for the upgrade of the current Senior Data Entry Operator to Principal Office Assistant. Attached is the job specification as well as fiscal analysis.

KEVIN BYRNE  
*County Executive*

SARA SERVADIO  
*Commissioner*

NICOLLE MCGUIRE  
*Deputy Commissioner*




DEPARTMENTS OF MENTAL HEALTH  
SOCIAL SERVICES AND YOUTH BUREAU

MEMORANDUM

July 1, 2024

TO: Michael Lewis, Commissioner of Finance

FROM:  Sara Servadio, Commissioner of Department of Mental Health, Social Services, and Youth Bureau

SUBJECT: DSS 2024 Budgetary Amendment

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Together with Personnel Officer Paul Eldridge, your approval is requested for the upgrade of the current **Senior Data Entry Operator** position to **Principal Office Assistant**. Effective 01/01/2024, this position has absorbed all the Staff Development (NYS mandated) duties vacated by previous incumbent on 12/30/2023. A classification form was submitted to Personnel and based upon the work duties performed, the new title has been classified as Principal Office Assistant.

Employee will transition from a Grade 11; Step 4 + 2 longevities to a Grade 12; Step 4 + 2 longevities. Under 2023 CSEA pay rates, the upgrade will result in an increased pay rate of \$2,614. By repurposing funds in the 2024 budget originally booked under 51094 for the incumbent to continue in a part time manner, this upgrade will have \$0 fiscal impact for 2024 (10106000 & 10116000).

It is respectfully requested this matter be placed on the agenda for the next meeting of the appropriate committee. Thank you for your time and consideration.

Attachments:

Personnel Job Specification Principal Office Assistant  
Senior Data Entry Operator Upgrade Fiscal Analysis

cc: Paul Eldridge, Personnel Officer  
Nicolle McGuire, Deputy Commissioner of Social Services and Youth Bureau  
 Kristen Wunner, Fiscal Manager of Department of Mental Health, Social Services, and Youth Bureau



Putnam County

## Personnel Department

< [Return to Previous Page](#)

# PRINCIPAL OFFICE ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This class is characterized by high degree of responsibility calling for mature office judgment and knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. Responsibilities are varied and difficult, and will include planning and administering activities on a moderately large scale, independently performing difficult and complex tasks, and exercise of higher level independent judgment in the handling of non-routine situations and information. Secretarial duties may also be involved. The Principal Office Assistant is distinguished from the Senior Office Assistant by the greater complexity of related duties, by supervision of a number of subordinate office employees, or by a combination of those factors. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Provides support to administrator(s);
- Receives telephone calls, answers questions and refers calls to proper person;
- Makes referrals according to office policies and procedures, and regulations and policies relating to program or department;
- Keeps administrator(s) informed and up-to-date on any changes in regulations and policies relating to the program or department;



- Makes appointments and schedules for school officials, and establishes priorities for submission to administrator(s);
- Receives and directs visitors to the office;
- Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;
- Operates a computer or other word processing related equipment to produce routine correspondence, reports, spreadsheets, databases, charts and other work documents;
- Collects, compiles, records and files a variety of records, reports, statistics and other related information;
- Maintains and/or coordinates the maintenance of related office files and records;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials as appropriate;
- Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.;
- Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;
- Instructs new employees in the routine and specialized work of the department, and assigns and reviews work;
- Conducts correspondence independently or composes with administrative judgment for official signature, as required;
- May collect fees and accounts for monies received;
- May issue permits and licenses;
- Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws, rules and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and

English; ability to plan and direct the work of others; ability to operate an alphanumeric keyboard at an acceptable rate of speed; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to set up appropriate forms, charts and other tabular listings; ability to prepare correspondence, reports and other materials; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; good judgment; accuracy; resourcefulness; initiative; tact; courtesy; neat appearance.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a comparable diploma and four (4) years of progressively responsible clerical experience which included use of computer word processing software, one (1) year of which shall have been in a supervisory or responsible capacity.

**SUBSTITUTION NOTE:** Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

**PLEASE NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:** Depending on assignment, an incumbent of this class may be required to obtain and maintain appointment as a New York State Notary Public.

4/07; 5/09; 7/11; 4/21

Competitive Class

**Contact Us**

Personnel Committee Meeting - July 9, 2024  
 Senior Data Entry Operator Upgrade Fiscal Analysis

Title	Position Number	Salary Allocations				Total
		10106000 Staff	10110000	10116000		
Senior Data Entry Operator (Current)	601016101	\$ -	\$ 3,390.00	\$ 64,413.00	\$ 67,804.00	
Principal Office Assistant (Proposed)	TBD	\$ 42,250.80	\$ -	\$ 28,167.20	\$ 70,418.00	
			Variance	\$	\$ 2,614.00	

PERS.  
7-9-24

APPROVED  
# 12

## APPROVAL/ STANDARD WORK DAY AND REPORTING RESOLUTION

WHEREAS, the New York State and Local Employees' Retirement System requires the County to file the Standard Work Days for elected and appointed employees based on time and attendance records or the records of activities maintained and submitted by these officials to the Clerk of the Legislature, and

WHEREAS, a copy of this report was contained in the following:

- Resolution #195 of 2010 and Resolution #286 of 2010 (one employee only).
- Resolution #338 of 2011 correcting Resolution #190 of 2011.
- Resolution #218 of 2012 correcting Resolution #155 of 2012.
- Resolution #143 of 2013.
- Resolution #168 of 2014.
- Resolution #150 of 2015.
- Resolution #148 of 2016.
- Resolution #156 of 2017.
- Resolution #244 of 2017 reflecting change made on Resolution #226 of 2014 which corrected Resolution #143 of 2013 (one employee only).
- Resolution #170 of 2018.
- Resolution #141 of 2019.
- Resolution #266 of 2019 correcting Resolution #141 of 2019.
- Resolution #115 of 2020.
- Resolution #176 of 2020 correcting Resolution #115 of 2020.
- Resolution #125 of 2021.
- Resolution #209 of 2021 correcting Resolution #125 of 2021.
- Resolution #131 of 2022.
- Resolution #266 of 2022.
- Resolution #155 of 2023.

And

WHEREAS, it is now time to file the report for 2024; now therefore be it

RESOLVED that the County of Putnam hereby established the following as standard work days for the listed elected officials in schedule "A" and will report the following days worked to the New York State and Local Employees' Retirement system based upon time and attendance records or on the record of activities maintained and submitted by these officials to the Clerk of this body.

# Standard Workday and Reporting Resolution 2024

## Elected Officials

Department	Description	Employee Name	Original Hire Date	Current Position Hire	Standard Work Day (Hrs/Day)	Current Term Begins/Ends	Days/ Month
1010	Legislator	Toni Addonizio	1/1/2015	1/1/2015	6	1/1/2024 - 12/31/2026	23.67
1010	Legislator	Joseph Castellano	1/1/2013	1/1/2013	6	1/1/2022 - 12/31/2024	11.30
1010	Legislator	Erin Crowley	1/1/2023	1/1/2023	6	1/1/2023 - 12/31/2025	6.04
1010	Legislator	Greg Ellner	1/1/2023	1/1/2023	6	1/1/2023 - 12/31/2025	2.72
1010	Legislator	William Gouldman	1/1/2015	1/1/2015	6	1/1/2024 - 12/31/2026	33.23
1010	Legislator	Nancy Montgomery	1/1/2019	1/1/2019	6	1/1/2022 - 12/31/2024	22.68
1010	Legislator	Amy E. Sayegh	1/1/2018	1/1/2018	6	1/1/2024 - 12/31/2026	18.14
1165	District Attorney	Robert Tendy	1/1/2016	1/1/2016	7	1/1/2024 - 12/31/2027	21.94
1185	Coroner	Wendy Erickson	1/1/2021	1/1/2021	6	1/1/2021 - 12/31/2024	2.23
1230	County Executive	Kevin Byrne	1/1/2023	1/1/2023	7	1/1/2023 - 12/31/2026	30.17
1410	County Clerk	Michael Bartolotti	2/11/2002	1/1/2015	7	1/1/2023 - 12/31/2026	27.77

**Please Note: There are no officials reported on this Resolution who are member(s) of Tier 1.**

**Personnel Committee Mtg.**  
**July 9, 2024**  
**#13**

**FYI/Accident Report**

**Personnel Committee Mtg.**  
**July 9, 2024**  
**#14**

**FYI/ Incident Report**